

WHOLESALE EPAY SYSTEM USER MANUAL

Division of Alcohol and Tobacco Control
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(September 2014)

WHOLESALE EPAY SYSTEM USER MANUAL

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Starting Electronic Reporting/Payment

Website address:

Log In: Enter user name and password and click Log In

The screenshot shows a Windows Internet Explorer browser window displaying the login page for the Missouri Department of Public Safety Alcohol & Tobacco Control. The address bar shows the URL: <https://apps1.dev.mo.gov/ATCLIC/login.aspx?ReturnUrl=%2fATCLIC%2fdefault.aspx>. The browser's Favorites bar includes links to 'state agency', 'Missouri Department of R...', 'Outlook Web App', 'ETA - My Work Schedule', 'Free Hotmail', and 'Suggested Sites'. The page header features the Missouri Department of Public Safety logo and the text 'Alcohol & Tobacco Control'. To the right of the header, it lists 'Jay Nixon, Governor' and 'Lafayette E. Lacy, State Supervisor'. A search bar with the placeholder text 'Enter Keywords or Phrase...' and a red 'Search' button is located below the header. Below the search bar, there is a navigation bar with the following elements: '0', '1/01', 'Lic# 0', 'Date 1/01', 'SET', 'Acct', 'Login', and a 'Not logged in' status. A 'MENU' button is also present. The main content area is titled 'LOGIN' and contains a 'Log In' form. The form has two input fields for 'User Name:' and 'Password:', a checkbox for 'Remember me next time.', and a 'Log In' button. The Windows taskbar at the bottom shows several open applications: 'Excise :: Log...', 'Epay', 'Epay - Micr...', 'RE: Instructi...', 'Session A - ...', 'Session B - ...', and 'Licensee In...'. The system clock in the bottom right corner indicates the time is 8:02 AM.

Excise :: Login - Windows Internet Explorer

<https://apps1.dev.mo.gov/ATCLIC/login.aspx?ReturnUrl=%2fATCLIC%2fdefault.aspx>

Convert Select

Share Browser WebEx

Favorites

state agency Missouri Department of R... Outlook Web App ETA - My Work Schedule Free Hotmail Suggested Sites

Excise :: Login

Missouri Department of Public Safety

Alcohol & Tobacco Control

Jay Nixon, Governor
Lafayette E. Lacy, State Supervisor

Enter Keywords or Phrase... Search

0 1/01 Lic# 0 Date 1/01 SET Acct Login

Not logged in

MENU

LOGIN

Log In

User Name:

Password:

☐ Remember me next time.

Log In

Done

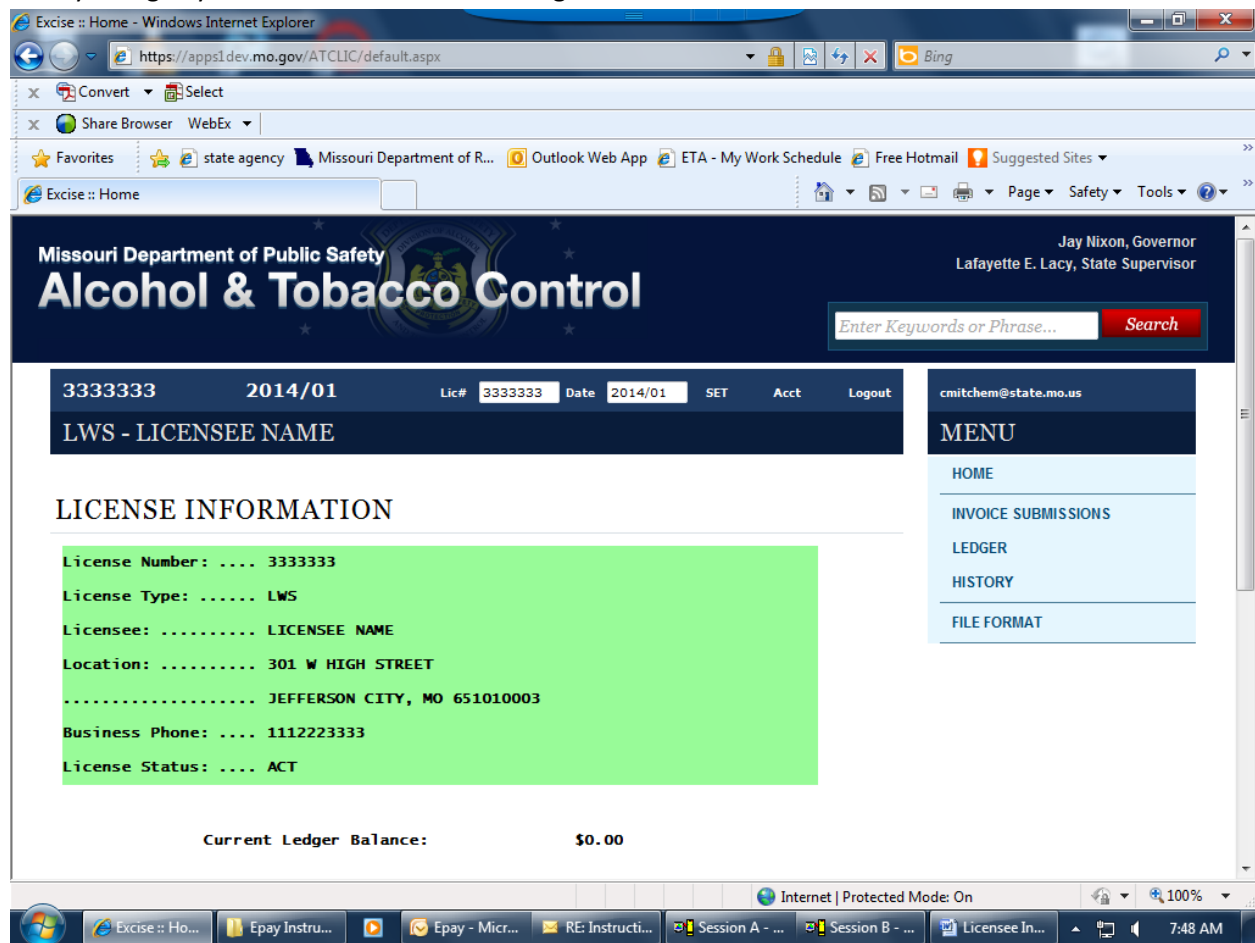
Internet | Protected Mode: On

100%

8:02 AM

Excise :: Log... Epay Epay - Micr... RE: Instructi... Session A - ... Session B - ... Licensee In...

After you log in you will come to the Home Page:



Please note the **Menu Box** on the right and options that are available:

Home: Allows you to type in license number and the year/month you are reporting for. This screen also shows your license information.

Invoice Submissions: Allows you to enter your invoice information, inventory balances, review and submit your taxes for payment.

Ledger: This screen shows amount due, any additional charges imposed by ATC, credits applied to license. After payment has been accepted it will show up in this screen.

History: This screen will show prior invoices submitted.

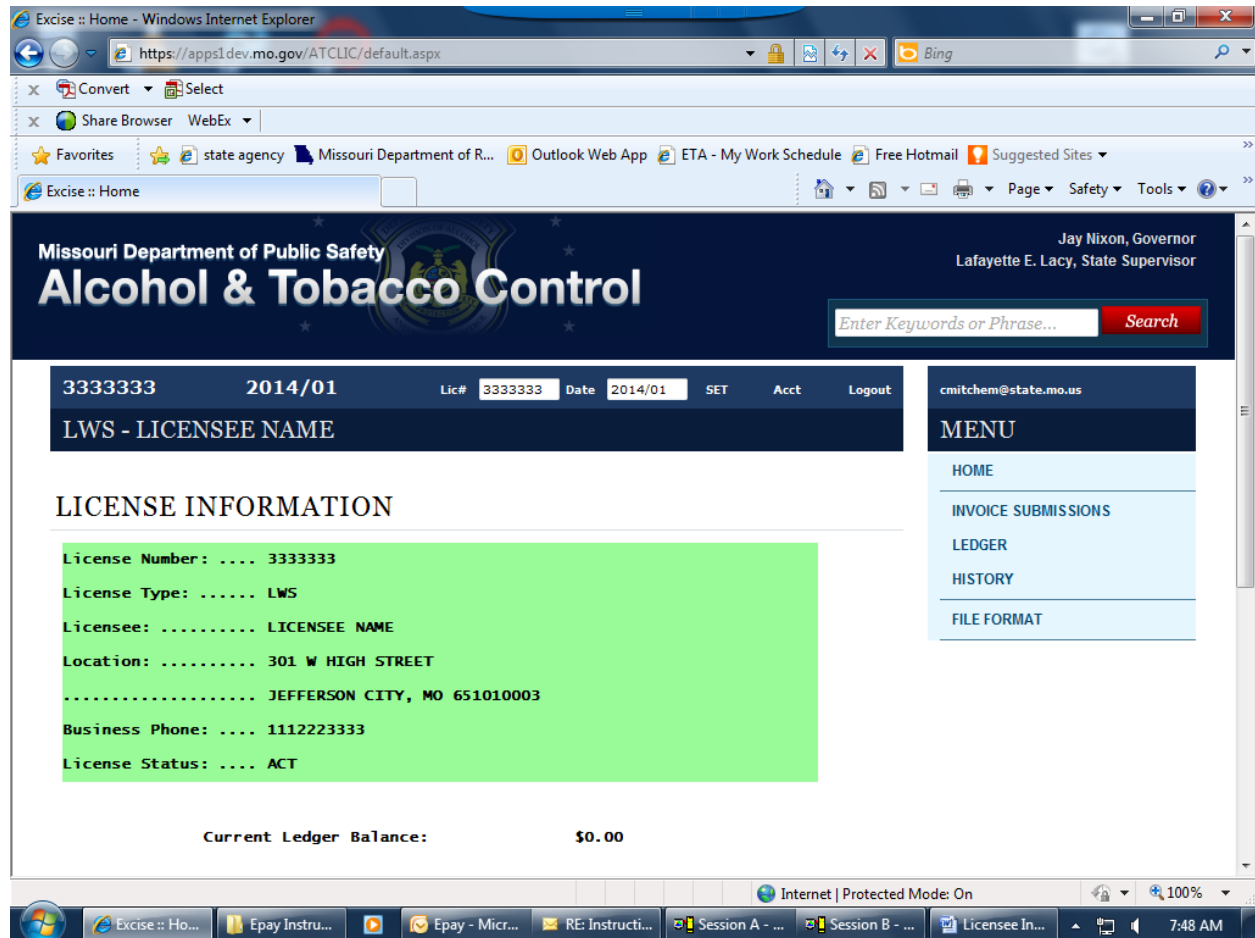
File Format: This option shows the file format for the Text File that can be created to upload information into the system.

On the Home Page:

Lic #: Type in the License # and enter

Date: Type in the Month and Year report is for (xxxx/xx) and enter

Screen will look like this:



Make sure the information on the screen matches the report you are entering from.

To enter invoice information click Invoice Submissions from the Menu.

The next screen will look like this:

The screenshot shows a web browser window titled "Excise Tax :: Monthly Submissions - Windows Internet Explorer". The address bar shows "https://apps1.dev.mo.gov/ATCLIC/upload.aspx". The browser's Favorites bar includes "state agency", "Missouri Department of R...", "Outlook Web App", "ETA - My Work Schedule", "Free Hotmail", and "Suggested Sites". The website header features the Missouri Department of Public Safety logo and the text "Alcohol & Tobacco Control". On the right, it lists "Jay Nixon, Governor" and "Lafayette E. Lacy, State Supervisor". A search bar is present with the placeholder "Enter Keywords or Phrase...". Below the header, a navigation bar displays "3333333", "2014/01", "Lic# 3333333", "Date 2014/01", "SET", "Acct", and "Logout". A "MENU" on the right lists "HOME", "INVOICE SUBMISSIONS", "LEDGER", "HISTORY", and "FILE FORMAT". The main content area is titled "MONTHLY SUBMISSIONS" and contains four tabs: "INVOICE UPLOAD", "INVOICE ENTRY", "INVENTORY", and "REVIEW/SUBMIT". The "INVOICE UPLOAD" tab is active, showing a "File:" input field with a "Browse..." button and an "UPLOAD" button. The Windows taskbar at the bottom shows several open applications, including "Excise Tax ::...", "Epay Instru...", "Epay - Micr...", "RE: Instru...", "Session A - ...", "Session B - ...", and "Licensee In...". The system clock shows "7:48 AM".

From this screen you will enter your invoice information either by uploading your text file or by manually entering your invoice information. You will also review and submit totals for payment from this screen. Please see a brief description below regarding each tab.

Invoice Upload: Allows you to create a text file that contains the required information in the required format and upload it into our system. Refer to Instructions for Invoice Upload.

Invoice Entry: Allows you to manually enter your invoice information. Refer to instructions for Invoice Entry.

Inventory: Only manufacturers and solicitors located in Missouri will complete this section. Wholesalers do not use this tab.

Review/Submit: This will be the final step in this screen to review information and submit payment. Even though wholesalers do not submit payment this step is required to submit invoices.

Now you will need to decide method of invoice entry either Invoice Upload or Invoice Entry. Whichever method you decide please refer to those instructions now.

If you have no shipments this period please see No Shipment instructions.

No Shipment Instructions: Reports are required even if no shipments are made. To enter a zero report follow the below instructions.

From the Monthly Submissions menu click Review/Submit

The screenshot shows a web browser window displaying the Missouri Department of Public Safety Alcohol & Tobacco Control website. The page is titled "Excise Tax :: Monthly Submissions" and shows a user logged in as "cmitchem@state.mo.us". The main navigation menu includes "HOME", "INVOICE SUBMISSIONS", "LEDGER", "HISTORY", and "FILE FORMAT". The "INVOICE SUBMISSIONS" section is active, showing a yellow bar and a table with columns: "INVOICE UPLOAD", "INVOICE ENTRY", "INVENTORY", and "REVIEW/SUBMIT". The "INVOICE UPLOAD" section is expanded, showing a "File:" label, a text input field, a "Browse..." button, and an "UPLOAD" button. The top of the page features the Missouri Department of Public Safety logo and the text "Alcohol & Tobacco Control". The bottom of the page shows the Windows taskbar with various open applications and the system clock at 7:48 AM.

Excise Tax :: Monthly Submissions - Windows Internet Explorer
https://apps1dev.mo.gov/ATCLIC/upload.aspx

Convert Select
Share Browser WebEx

Excise Tax :: Monthly Submissions

Missouri Department of Public Safety
Alcohol & Tobacco Control

Jay Nixon, Governor
Lafayette E. Lacy, State Supervisor

Enter Keywords or Phrase... Search

3333333 2014/01 Lic# 3333333 Date 2014/01 SET Acct Logout
LWS - LICENSEE NAME

cmitchem@state.mo.us

MENU

- HOME
- INVOICE SUBMISSIONS
- LEDGER
- HISTORY
- FILE FORMAT

MONTHLY SUBMISSIONS

INVOICE UPLOAD INVOICE ENTRY INVENTORY REVIEW/SUBMIT

Invoice Upload

File: Browse...
UPLOAD

Done Internet | Protected Mode: On 100% 7:48 AM

Your screen will look like this:

The screenshot shows a web browser window with the URL <https://apps1dev.mo.gov/ATCLIC/upload.aspx>. The page header includes the Missouri Department of Public Safety logo and the text "Alcohol & Tobacco Control". The user is logged in as "cmitchem@state.mo.us". The page displays the "MONTHLY SUBMISSIONS" section with a yellow bar. Below the bar, there is a "Pending Submission" section with a table showing 0 records for Liquor, Malt, and Wine. A "SUBMIT" button is visible next to the table. The page also includes a "MENU" on the right side with links to HOME, INVOICE SUBMISSIONS, LEDGER, HISTORY, and FILE FORMAT. The browser's taskbar at the bottom shows several open applications, including "Excise Tax :: Monthly Submissions", "Epay Instru...", "Epay - Micr...", "RE: Instructi...", "Session A - ...", "Session B - ...", and "Licensee In...".

Excise Tax :: Monthly Submissions - Windows Internet Explorer

<https://apps1dev.mo.gov/ATCLIC/upload.aspx>

Convert Select

Share Browser WebEx

Excise Tax :: Monthly Submissions

Missouri Department of Public Safety

Alcohol & Tobacco Control

Jay Nixon, Governor
Lafayette E. Lacy, State Supervisor

Enter Keywords or Phrase... Search

3333333 2014/01 Lic# 3333333 Date 2014/01 SET Acct Logout

LWS - LICENSEE NAME

MONTHLY SUBMISSIONS

INVOICE UPLOAD INVOICE ENTRY INVENTORY REVIEW/SUBMIT

Pending Submission

Liquor.....0 gallons	0 record(s)	SUBMIT
Malt.....0 gallons		
Wine.....0 gallons		

cmitchem@state.mo.us

MENU

- HOME
- INVOICE SUBMISSIONS
- LEDGER
- HISTORY
- FILE FORMAT

Done

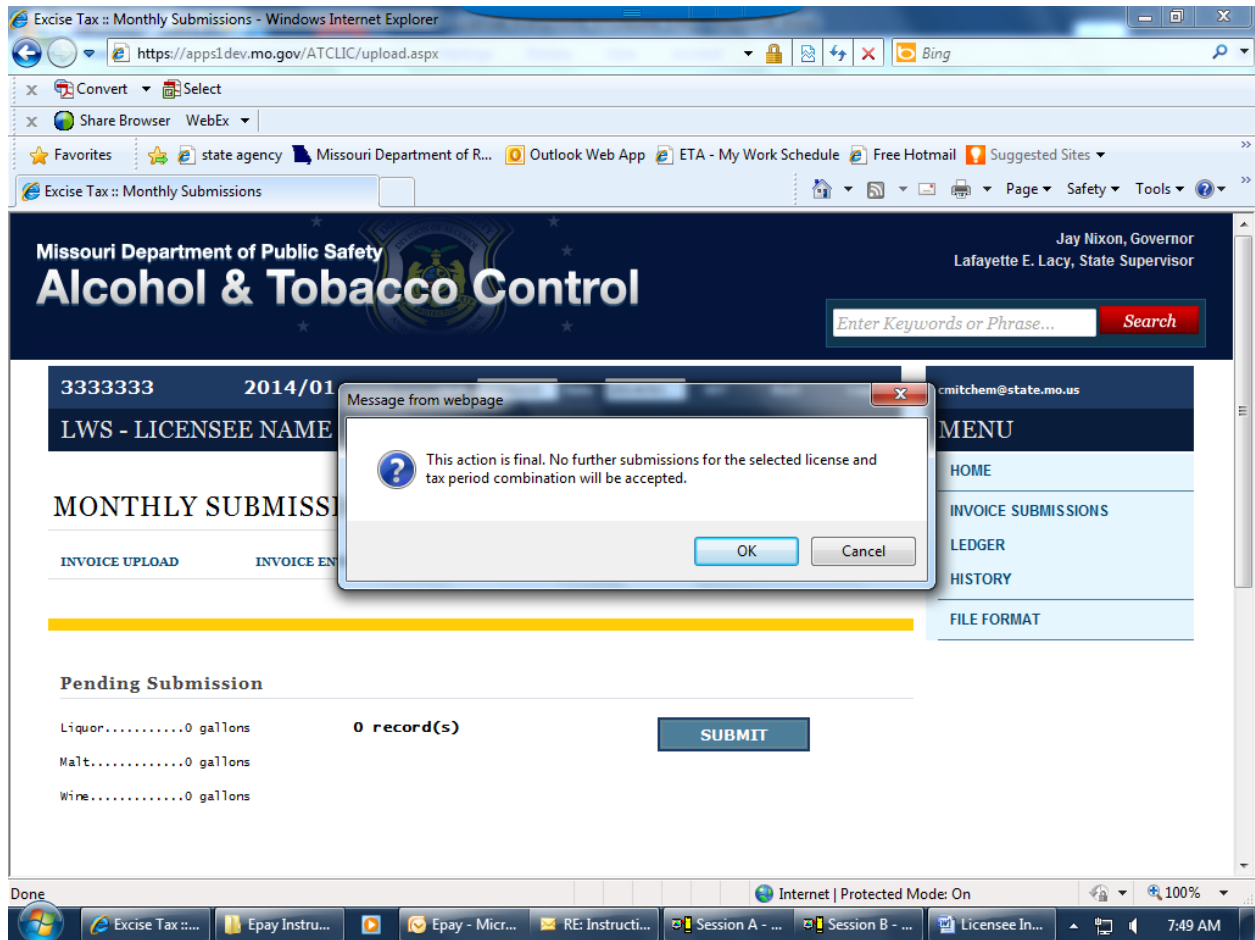
Internet | Protected Mode: On

100%

7:49 AM

Click Submit

You will receive a message stating: This action is final. No further submissions for the selected license and tax period combination will be accepted.



Click OK

The Ledger screen will come up showing \$0.00 amount due

The screenshot shows a web browser window titled "Excise Tax :: Ledger - Windows Internet Explorer". The address bar displays "https://apps1.dev.mo.gov/ATCLIC/ledgerManage.aspx". The browser's Favorites bar includes links to "state agency", "Missouri Department of R...", "Outlook Web App", "ETA - My Work Schedule", "Free Hotmail", and "Suggested Sites". The page header for the "Missouri Department of Public Safety Alcohol & Tobacco Control" features the state seal and the names "Jay Nixon, Governor" and "Lafayette E. Lacy, State Supervisor". A search bar with the placeholder "Enter Keywords or Phrase..." and a "Search" button is present. Below the header, a navigation bar contains the text "3333333 2014/01" and "LWS - LICENSEE NAME", along with fields for "Lic# 3333333", "Date 2014/01", "SET", "Acct", and a "Logout" link. The main content area is titled "LEDGER" and includes a "VIEW LEDGER" link and a "MAKE AN ELECTRONIC PAYMENT" link. A section labeled "Current Balance" displays "\$0.00". On the right side, a "MENU" sidebar lists "HOME", "INVOICE SUBMISSIONS", "LEDGER", "HISTORY", and "FILE FORMAT". The bottom of the screen shows the Windows taskbar with several open applications: "Excise Tax ::...", "Epay Instru...", "Epay - Micr...", "RE: Instructi...", "Session A - ...", "Session B - ...", and "Licensee In...". The system clock indicates "7:49 AM".

You have completed a zero wholesale report!

Invoice Upload Instructions

Invoice Upload tab allows you to upload a text file that includes all of the required information regarding shipment(s) you received. You will submit one text file that includes all alcohol types.

The screenshot shows a web browser window displaying the Missouri Department of Public Safety Alcohol & Tobacco Control website. The page is titled "Excise Tax :: Monthly Submissions" and shows the user's login information: License # 3333333, Date 2014/02, and User LWS - LICENSEE NAME. The main navigation menu includes links for HOME, INVOICE SUBMISSIONS, LEDGER, HISTORY, and FILE FORMAT. The "INVOICE SUBMISSIONS" section is active, showing a yellow bar and the "INVOICE UPLOAD" tab. The "Invoice Upload" section contains a "File:" label, a text input field, a "Browse..." button, and an "UPLOAD" button. The website header includes the Missouri Department of Public Safety logo and the names of the Governor and State Supervisor.

Excise Tax :: Monthly Submissions - Windows Internet Explorer

https://apps1dev.mo.gov/ATCLIC/upload.aspx

Convert Select

Share Browser WebEx

Excise Tax :: Monthly Submissions

Missouri Department of Public Safety
Alcohol & Tobacco Control

Jay Nixon, Governor
Lafayette E. Lacy, State Supervisor

Enter Keywords or Phrase... Search

3333333 2014/02 Lic# 3333333 Date 2014/02 SET Acct Logout

LWS - LICENSEE NAME

MONTHLY SUBMISSIONS

INVOICE UPLOAD INVOICE ENTRY INVENTORY REVIEW/SUBMIT

Invoice Upload

File: Browse...

UPLOAD

Internet | Protected Mode: On

Excise Tax ::... Epay Epay - Micr... RE: Instructi... Session A - ... Session B - ... Licensee In... 7:51 AM

To upload a text file you will click on browse and search for the text file you want to upload. Once you find the file click on it and your text file will be displayed in the box. Once file shows in the box click upload.

Excise Tax :: Monthly Submissions - Windows Internet Explorer

https://apps1dev.mo.gov/ATCLIC/upload.aspx

Convert Select

Share Browser WebEx

Excise Tax :: Monthly Submissions

Missouri Department of Public Safety
Alcohol & Tobacco Control

Jay Nixon, Governor
Lafayette E. Lacy, State Supervisor

Enter Keywords or Phrase... Search

3333333 2014/02 Lic# 3333333 Date 2014/02 SET Acct Logout

LWS - LICENSEE NAME

MONTHLY SUBMISSIONS

INVOICE UPLOAD INVOICE ENTRY INVENTORY REVIEW/SUBMIT

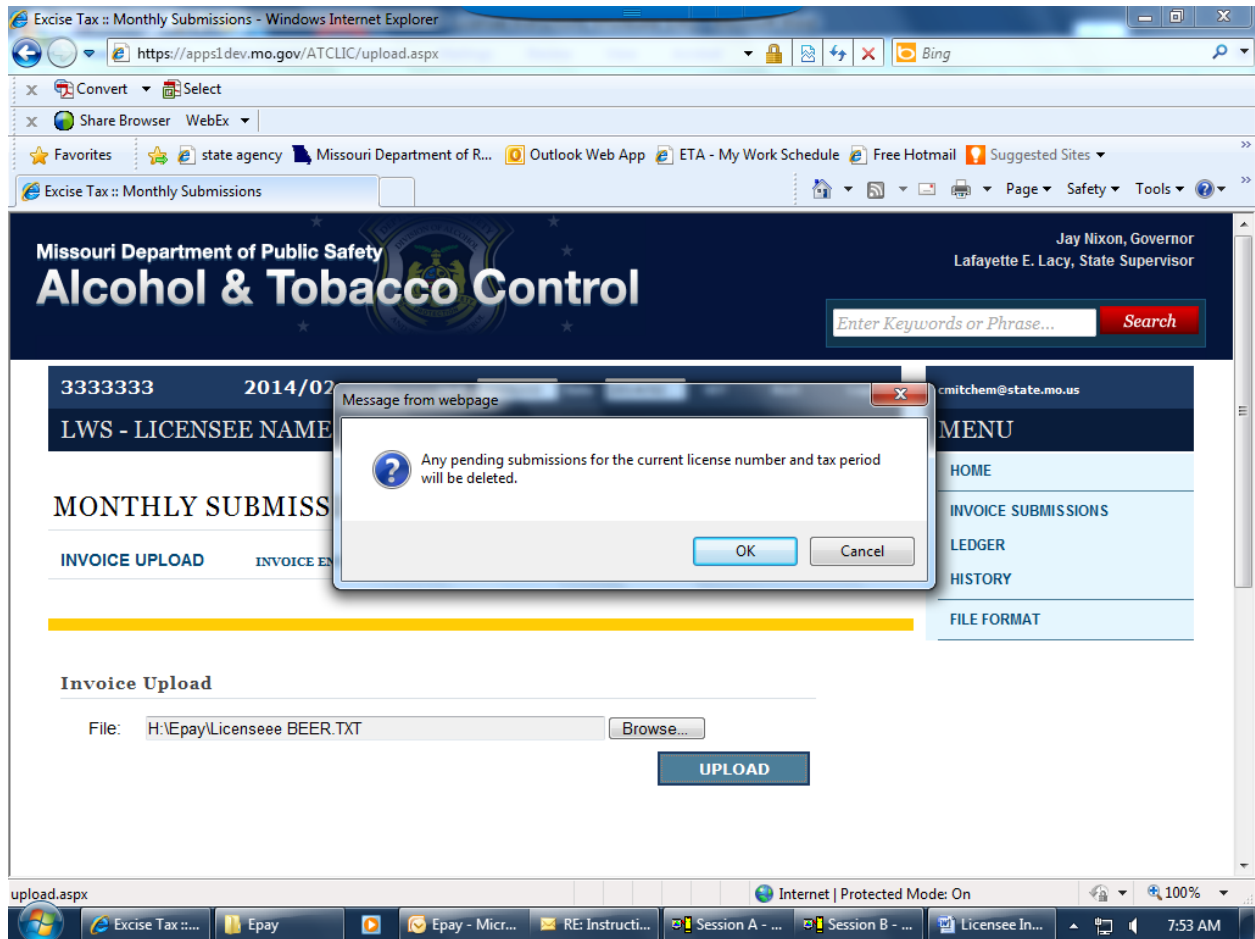
Invoice Upload

File: H:\EpayLicensee BEER.TXT Browse

UPLOAD

Internet | Protected Mode: On 100% 7:52 AM

You will receive a message box that says any pending submissions for current license and tax period will be deleted. Click OK.



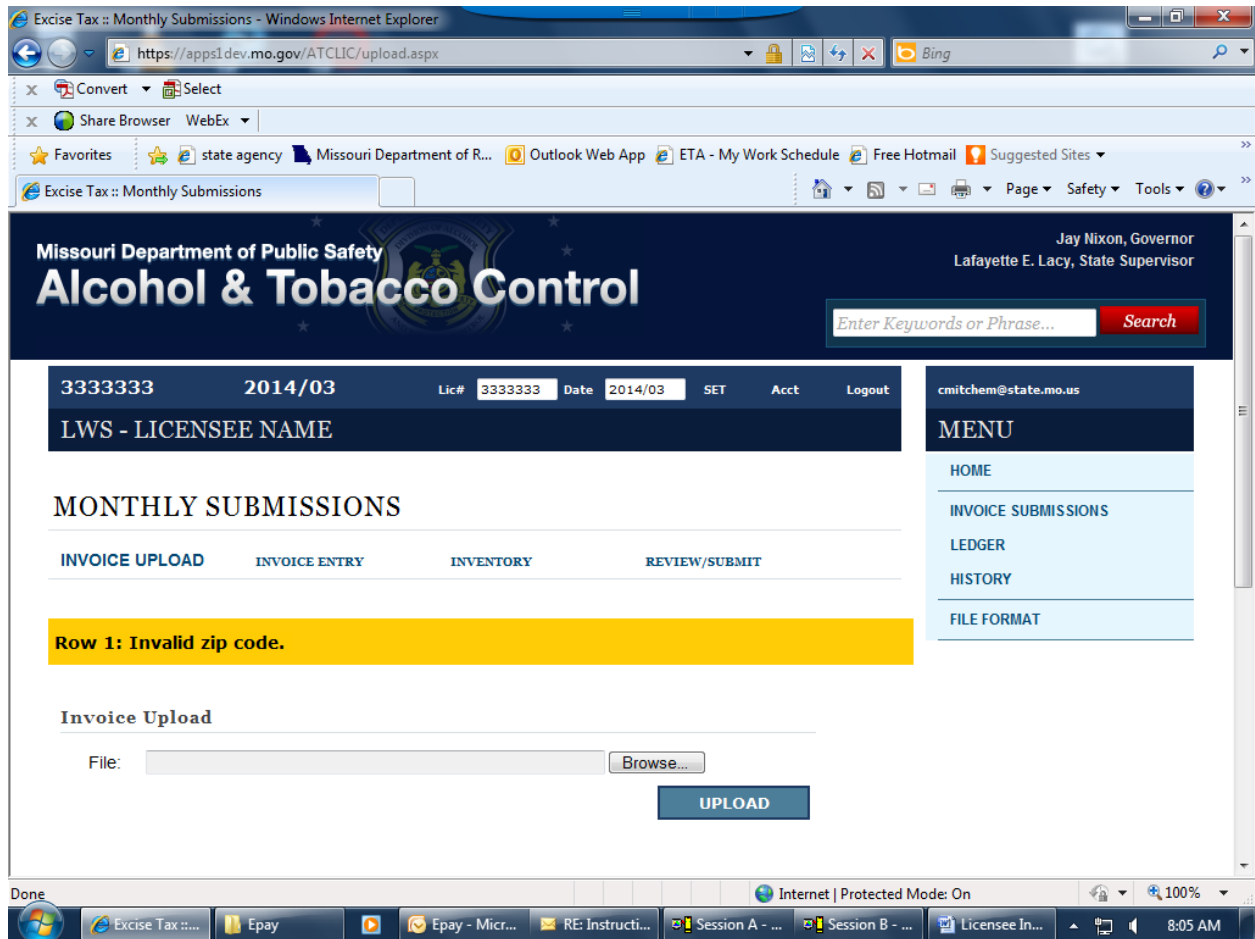
If your upload is successful your screen will look like this:

The screenshot displays a web browser window with the URL <https://apps1dev.mo.gov/ATCLIC/upload.aspx>. The browser's address bar shows the URL, and the page title is "Excise Tax :: Monthly Submissions". The browser's toolbar includes buttons for "Convert", "Select", "Share Browser", and "WebEx". The "Favorites" bar lists several links, including "state agency", "Missouri Department of R...", "Outlook Web App", "ETA - My Work Schedule", "Free Hotmail", and "Suggested Sites". The page content features the Missouri Department of Public Safety logo and the text "Alcohol & Tobacco Control". A search bar is present with the placeholder text "Enter Keywords or Phrase..." and a "Search" button. The user is logged in as "cmitchem@state.mo.us". The page displays the following information:

- License Number: 3333333
- Month: 2014/02
- Licensee Name: LWS - LICENSEE NAME
- Monthly Submissions: 3333333
- Invoice Upload: 2014/02
- Invoice Entry: 2014/02
- Inventory: 2014/02
- Review/Submit: 2014/02

A yellow banner indicates "File was successfully validated." Below this, the "Invoice Upload" section shows a "File:" label, a text input field, a "Browse..." button, and an "UPLOAD" button. The "MENU" on the right side of the page includes links for HOME, INVOICE SUBMISSIONS, LEDGER, HISTORY, and FILE FORMAT. The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: On", and the time "7:53 AM".

If you have an error message it will look like this and you will need to correct the errors and upload your file again until you receive a successful load.



Once you have a successful upload you are now ready to review.

Click Review/Submit tab at the top.

Please refer to the Review/Submit instructions for your next step.

Invoice Entry Instructions:

This tab allows you to manually enter all the invoice information for shipments you received from Solicitors/Manufacturers. You will need to enter each invoice separately. If the invoice has multiple alcohol types you will need to do a separate entry for each alcohol type.

The screenshot shows a web browser window displaying the 'Excise Tax :: Monthly Submissions' application. The browser's address bar shows the URL 'https://apps1.dev.mo.gov/ATCLIC/upload.aspx'. The application header includes a search bar with the text 'Enter Keywords or Phrase...' and a 'Search' button. Below the header, there is a navigation menu with the following items: HOME, INVOICE SUBMISSIONS, LEDGER, HISTORY, and FILE FORMAT. The main content area is titled 'MONTHLY SUBMISSIONS' and features a tabbed interface with four tabs: INVOICE UPLOAD, INVOICE ENTRY (which is currently selected), INVENTORY, and REVIEW/SUBMIT. Below the tabs, there is a section titled 'Manual Invoice Entry' containing several input fields: License #, Zip 9, Invoice #, Ship Date, Alcohol Type (a dropdown menu currently showing '[L] - Liquor'), Gallons, Alcohol Percent, Order #, and Quantity. The bottom of the browser window shows the Windows taskbar with various open applications and the system clock displaying 7:56 AM.

License # Enter the license number of the Solicitor/Manufacturer you are receiving from. There is a list of all active license numbers available on our website www.atc.dps.mo.gov under the Excise Tax tab. If the wholesaler has more than one location you are required to report the location you shipped to. **This field is required.**

Zip 9: Enter the 9 digit zip code of the Solicitor/Manufacturer you are receiving from. A list of all 9 digit zip codes is available on the Division's website www.atc.dps.mo.gov under the Excise Tax tab. **This field is required.**

Invoice #: Please enter the complete invoice number including both numbers and letters. **This field is required.**

Ship Date: Enter the ship date of the invoice in this format XX/XX/XXXX. **This field is required.**

Alcohol Type: Click the down arrow to choose the alcohol type of the product: Liquor, Wine or Malt. **This field is required.**

Gallons: Enter total gallons for the alcohol type you have received for the invoice. If the invoice has more than one alcoholic type you will need to do separate entries for each type. Report all gallons to the nearest tenth after the decimal place. You cannot report any negative amounts in this field. **This field is required.**

Alcohol Percent: Report alcohol percentage of products here. **This field is not required.**

Order #: Report the order number of the shipment. **This field is not required.**

Quantity: Total number of packages sent on invoice. **This field is not required.**

Description: Brief description of the product. **This field is not required.**

After all information is entered your screen will look like this:

The screenshot displays a web browser window titled "Excise Tax :: Monthly Submissions - Windows Internet Explorer". The address bar shows the URL "https://apps1.dev.mo.gov/ATCLIC/upload.aspx". The browser's Favorites bar includes links to "state agency", "Missouri Department of R...", "Outlook Web App", "ETA - My Work Schedule", "Free Hotmail", and "Suggested Sites". The application interface has a dark blue header with "LWS - LICENSEE NAME" on the left and a "MENU" on the right. The menu contains links for "HOME", "INVOICE SUBMISSIONS", "LEDGER", "HISTORY", and "FILE FORMAT". Below the header, the main content area is titled "MONTHLY SUBMISSIONS" and features four tabs: "INVOICE UPLOAD", "INVOICE ENTRY" (which is selected), "INVENTORY", and "REVIEW/SUBMIT". A yellow horizontal bar separates the tabs from the "Manual Invoice Entry" form. The form contains the following fields: "License #" with value "2222222", "Zip 9:" with value "651010002", "Invoice #" with value "091598", "Ship Date:" with value "02/15/2014", "Alcohol Type:" with a dropdown menu showing "[W] - Wine", "Gallons:" with value "785.46", "Alcohol Percent:" (empty), "Order #" (empty), "Quantity:" (empty), and "Description:" (empty). A yellow horizontal bar is positioned below the "Description:" field. At the bottom of the form is a blue "ADD" button. The Windows taskbar at the bottom shows the "Done" button, several application icons, and the system clock displaying "7:57 AM".

When you are finished entering invoice information click add.

If everything was entered correctly you will get a message **Record added.** Then you can add your next record. Continuing adding records until all invoices and alcohol types have been reported.

The screenshot displays the 'Excise Tax :: Monthly Submissions' web application. The browser window shows the URL <https://apps1.dev.mo.gov/ATCLIC/upload.aspx>. The page header includes 'LWS - LICENSEE NAME' and a 'MENU' with links: HOME, INVOICE SUBMISSIONS, LEDGER, HISTORY, and FILE FORMAT. Below the header, the 'MONTHLY SUBMISSIONS' section has tabs for INVOICE UPLOAD, INVOICE ENTRY, INVENTORY, and REVIEW/SUBMIT. A yellow banner displays the message 'Record added.' Below this, the 'Manual Invoice Entry' form contains the following fields:

- License #: 2222222
- Zip 9: 651010002
- Invoice #: 091598
- Ship Date: (empty)
- Alcohol Type: [L] - Liquor
- Gallons: (empty)
- Alcohol Percent: (empty)
- Order #: (empty)
- Quantity: (empty)
- Description: (empty)

A blue 'ADD' button is located at the bottom right of the form. The Windows taskbar at the bottom shows the time as 7:57 AM and includes icons for Excise Tax, Epay, and other applications.

If there are errors on the page you will receive an error message and need to correct errors and try adding record again.

The screenshot shows a web browser window with the URL <https://apps1.dev.mo.gov/ATCLIC/upload.aspx>. The page title is "Excise Tax :: Monthly Submissions". The main heading is "MONTHLY SUBMISSIONS". Below this, there are four tabs: "INVOICE UPLOAD", "INVOICE ENTRY", "INVENTORY", and "REVIEW/SUBMIT". The "INVOICE ENTRY" tab is selected. A yellow bar highlights the "Manual Invoice Entry" section. The form contains the following fields:

- License #: 2222222 *
- Zip 9: 651010003
- Invoice #: 78445
- Ship Date: 02/25/2014
- Alcohol Type: [W] - Wine
- Gallons: 45.66
- Alcohol Percent:
- Order #:
- Quantity:
- Description:

A yellow error message box at the bottom of the form states: "Validation Errors: Zip9 does not match that of the License entered."

The browser's taskbar at the bottom shows several open applications: "Excise Tax :: Monthly Submissions", "Epay", "Epay - Micr...", "RE: Instructi...", "Session A - ...", "Session B - ...", and "Licensee In...". The system clock shows 7:58 AM.

Make sure all invoices are entered before moving to the next step.

After all invoices are entered you are ready to review and submit your invoices.

[Click Review/Submit](#)

Please refer to the Review/Submit instructions for your next step.

Review/Submit

Your screen will look like this:

The screenshot shows a web browser window with the URL <https://apps1dev.mo.gov/ATCLIC/upload.aspx>. The page title is "Excise Tax :: Monthly Submissions". The main content area is titled "MONTHLY SUBMISSIONS" and includes a navigation bar with links: INVOICE UPLOAD, INVOICE ENTRY, INVENTORY, and REVIEW/SUBMIT. A "Pending Submission" section displays a table of 4 entries, each with a "Delete" link. A "SUBMIT" button is located to the right of the table. The table has the following data:

Invoice #	License #	Zip	Alc Type	Gallons	% Alc	
0035326509	13849	402101038	Malt	60.00	0.048	Delete
0035326509	13849	402101038	Malt	90.00	0.048	Delete
0035326509	13849	402101038	Malt	630.00	0.050	Delete
0035326509	13849	402101038	Malt	405.00	0.048	Delete

The right sidebar contains a "MENU" with links: HOME, INVOICE SUBMISSIONS, LEDGER, HISTORY, and FILE FORMAT. The bottom status bar shows the time as 7:59 AM and the system as "Internet | Protected Mode: On".

This screen will show all pending submissions. At this time if you notice one of the entries is incorrect you can delete the entry by clicking on delete and it will remove the entry. If you notice you are missing an entry you can go back to Invoice Entry and add another invoice.

Once the total gallons are correct you will click submit.

This screen will appear with a message box stating: This action is final. No further submissions for the selected license and tax period combination will be accepted.

Excise Tax :: Monthly Submissions - Windows Internet Explorer

Address bar: <https://apps1dev.mo.gov/ATCLIC/upload.aspx>

Navigation Menu:

- HOME
- INVOICE SUBMISSIONS
- LEDGER
- HISTORY
- FILE FORMAT

LWS - LICENSEE NAME

MONTHLY SUBMISSIONS

INVOICE UPLOAD INVOICE ENTRY INVENTORY **REVIEW/SUBMIT**

Message from webpage

? This action is final. No further submissions for the selected license and tax period combination will be accepted.

OK Cancel

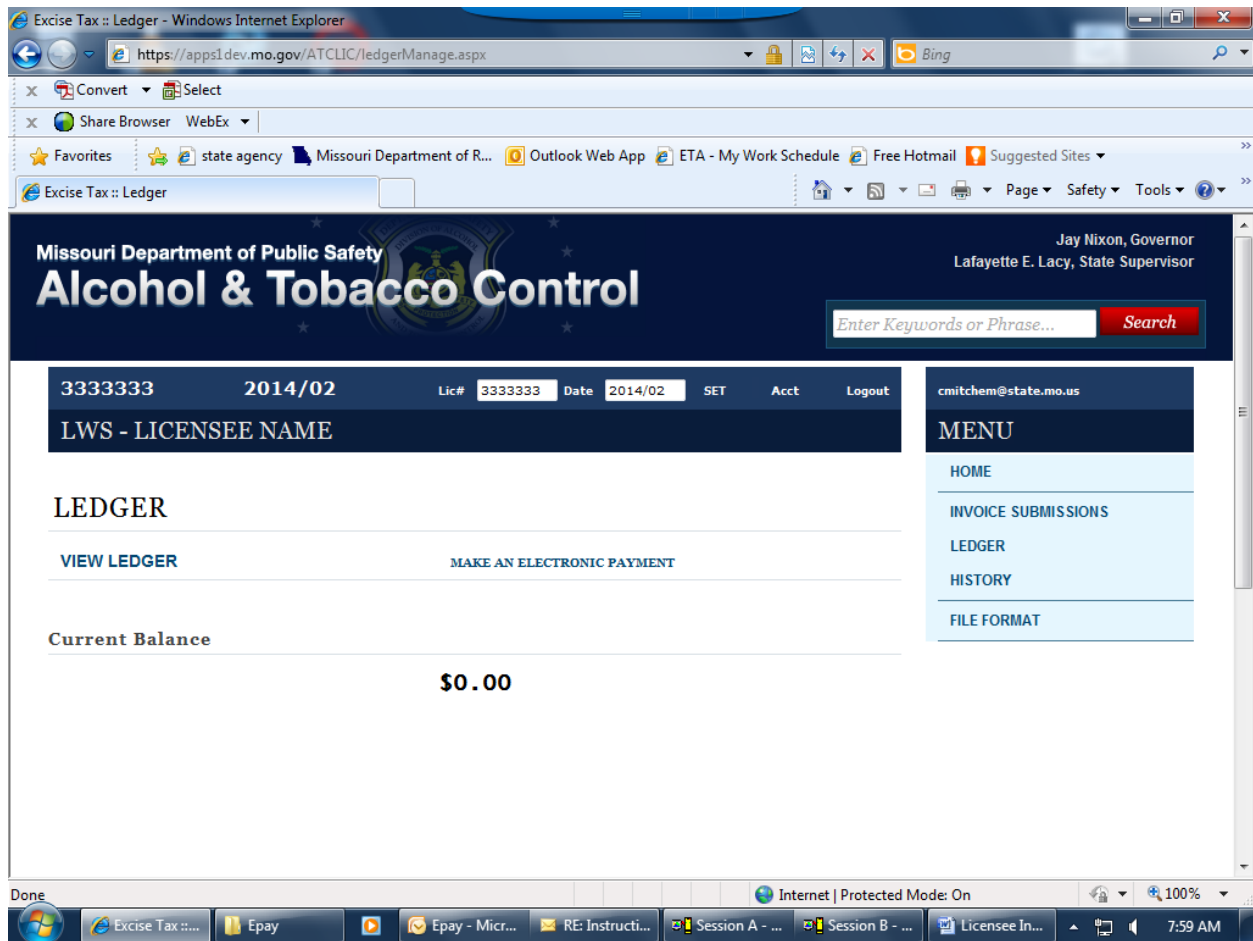
Pending Submission

Liquor.....0 gallons
Malt.....3635.90 gallons
Wine.....831.12 gallons

Invoice #	License #	Zip	Alc Type	Gallons	% Alc	
0035326509	13849	402101038	Malt	60.00	0.048	Delete
0035326509	13849	402101038	Malt	90.00	0.048	Delete
0035326509	13849	402101038	Malt	630.00	0.050	Delete
0035326509	13849	402101038	Malt	405.00	0.048	Delete

Taskbar: Excise Tax ::..., Epay, Epay - Micr..., RE: Instructi..., Session A - ..., Session B - ..., Licensee In..., 7:59 AM

After clicking OK the Ledger screen will appear with **no balance due**. Wholesalers pay no taxes to the State.



You have completed entering your wholesaler report.

History:

This screen will show your previous submissions

The screenshot shows a web browser window with the URL <https://apps1dev.mo.gov/ATCLIC/submissionHistory.aspx>. The browser's address bar and tabs are visible at the top. The web application has a dark blue header with a search bar and a navigation menu. The main content area displays the user's license information and a table of submission history.

Header Information:

- License #: 3333333
- Date: 2014/02
- SET
- Acct
- Logout
- User: cmitchem@state.mo.us

Navigation Menu:

- HOME
- INVOICE SUBMISSIONS
- LEDGER
- HISTORY
- FILE FORMAT

Submission History Table:

Alc	Gallons	Tax	User
L	0.00	\$0.00	Mitchem, Charlene
M	3635.90	\$218.15	Mitchem, Charlene
W	831.12	\$349.07	Mitchem, Charlene

The bottom of the screenshot shows the Windows taskbar with several open applications, including 'Excise :: His...', 'Epay', 'Epay - Micr...', 'RE: Instructi...', 'Session A - ...', 'Session B - ...', and 'Licensee In...'. The system clock indicates 7:59 AM.

File Format:

Required format for the text for uploading invoices into our system.

Excise :: Formatting - Windows Internet Explorer

https://apps1dev.mo.gov/ATCLIC/uploadFormat.aspx

Convert Select

Share Browser WebEx

Favorites state agency Missouri Department of R... Outlook Web App ETA - My Work Schedule Free Hotmail Suggested Sites

Excise :: Formatting

Missouri Department of Public Safety
Alcohol & Tobacco Control

Jay Nixon, Governor
Lafayette E. Lacy, State Supervisor

Enter Keywords or Phrase... Search

3333333 2014/02 Lic# 3333333 Date 2014/02 SET Acct Logout

LWS - LICENSEE NAME

UPLOAD FILE FORMAT

FIELD	TYPE	DESCRIPTION
WHL/SOL NAME	40A	whl/sol you are shipping to or receiving from
ADDR1	40A	dba (doing business as)
ADDR2	40A	building number / street
ADDR3	70A	city / state / zip
SHIP DATE	10A	date shipped (mmddyyyy)
INVOICE NUM	10A	invoice number
ORDER NUM	8A	order number
QUANTITY	29A	case quantity / btls / size
DESCR	30A	product description

cmitchem@state.mo.us

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